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Chief, Physical Security Branch

2 April 1948

Branch Security Officer

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Establishment of organized procedures with respect to emergencies occurring during working hours

1. In response to your request, it is desired to present for your information, the action which has been taken in order to properly handle emergent situations which may occur on the second floor of the Central Building during regular working hours. This plan will be extended to include the other floors of the Central Building when it is considered desirable by the Chief, Physical Security Branch and instructions to that effect are received by the undersigned.

2. There have been designated the following officials who will perform coordinated responsibilities as indicated:

a. An Evacuation Officer and an Assistant Evacuation Officer who are Mr. [] and Mr. [] respectively. The Evacuation Officer and his Assistant are responsible for developing a plan whereby the evacuation of all personnel will be accomplished in the event of fire or other emergencies in such a manner as to avoid confusion, injury or possible loss of life consistent with other measures which must be taken including those of security and the protection of records and material having a high intelligence value.

b. A Floor Fire Marshal and an Assistant Floor Fire Marshal who will be Mr. [] and Mr. [] respectively. It will be the responsibility of these officials to effect an organized plan for fighting fires or handling similar emergent situations in order that prompt action may be taken to protect the building and its contents. These officials will be responsible for developing a procedure whereby key individuals will have knowledge of and be able to operate the fire extinguishers and fire hoses located at the various points on the floor.

3. All employees of the Budget and Finance Branch have read the Central Intelligence Agency's Disaster Plan; and they are being informed with respect to the details of internal evacuation and fire fighting procedures to the extent that each employee will be in a position to act in an appropriate manner with the least possible amount of confusion in the event of an emergency. The Evacuation Officer and the Floor Fire Marshal are at present working on coordinated details and procedures in cooperation with the

CONFIDENTIAL

RESTRICTED

- 2 -

Emergency Officers which include Messrs. [] and [] in addition to the undersigned, and the entire plan will be submitted in detail for your concurrence within the next few days. In the meantime, should a disaster of any nature occur during regular working hours, it is believed sufficient coordination within the Branch has been effected to the extent that appropriate action would be taken with the least possible confusion with a maximum regard for the safeguarding of personnel and records. The Chiefs and Assistant Chiefs of each section or office within the Budget and Finance Branch have been designated with the responsibility of safeguarding records and material in accordance with the Central Intelligence Agency's Disaster Plan since they are the ones who are most familiar with the value of the records in their immediate office and consequently can give proper priority in each instance.

4. Action has been initiated to have a sign placed on the door on the second floor of the Central Building which leads to the attic to preclude individuals going out that door in the event of an emergency evacuation. Consideration is also being given to the possibility of having a chain and lock which would be placed on the door by the Evacuation Officer when considered necessary. The placing of a sign on the door will incidentally eliminate a certain amount of confusion by individuals who normally visit the offices of the Budget and Finance Branch during the course of conducting their normal functions.

5. Before drawing up the final approved plans referred to under sub-Paragraphs 2A and B above, a draft of the plans will be submitted for your consideration. In the meantime, should you have any comments or suggestions, kindly advise.

cc: []

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